



Department of Human Resources - Technical Services Division  
PAYROLL ATTENDANCE & LEAVE ADJUSTMENT

EMPLOYEE NAME: \_\_\_\_\_ PAY PERIOD: \_\_\_\_\_ THROUGH \_\_\_\_\_

(LAST)

(FIRST)

(MI)

EMPLOYEE ID					SOCIAL SECURITY NUMBER					SSN STATUS		DEPT/DIV			PAY PERIOD	

ANNUAL LEAVE BAL: \_\_\_\_\_ ANNUAL LEAVE USED YTD : \_\_\_\_\_

SICK LEAVE BAL: \_\_\_\_\_ SICK LEAVE USED YTD: \_\_\_\_\_

CALENDAR YR. SICK LEAVE USED: \_\_\_\_\_ CALENDAR YR. HRS. W/O : \_\_\_\_\_

COMPENSATORY TIME BAL: \_\_\_\_\_ COMPENSATORY TIME USED YTD: \_\_\_\_\_

PREMIUM COMP. BAL: \_\_\_\_\_ MISC. TIME USED YTD: \_\_\_\_\_

	ANNUAL					SICK					COMP					
	PREV BAL	ACC	USE	BAL	NEW BAL	PREV BAL	ACC	USE	BAL	NEW BAL	PREV BAL	REG ACC	PREM ACC	USE	BAL	NEW BAL
JAN 01 - 15 16 - 31																
FEB 01 - 14 15 - 28																
MAR 01 - 15 16 - 31																
APR 01 - 15 16 - 30																
MAY 01 - 15 16 - 31																
JUN 01 - 15 16 - 30																
JUL 01 - 15 16 - 31																
AUG 01 - 15 16 - 31																
SEP 01 - 15 16 - 30																
OCT 01 - 15 16 - 31																
NOV 01 - 15 16 - 30																
DEC 01 - 15 16 - 31																

EXPLANATIONS: \_\_\_\_\_

HUMAN RESOURCES OFFICER

COMMISSIONER OF HUMAN RESOURCES

PREPARED BY: \_\_\_\_\_